

## SAN DIEGO JUNIOR THEATRE TUITION ASSISTANCE APPLICATION

### WINTER 2018 DEADLINES

Return completed applications to the administrative office by the following dates:

**October 26** if auditioning for *Magic Treehouse; Pirates past Noon*

**December 18** for all Winter Break Camps

**January 5** for Winter Classes

San Diego Junior Theatre is pleased to offer tuition assistance (**up to 50% of the class/camp price**) to families who would not otherwise be able to participate in our program. Funding is limited and requires an application process. Determinations are made by San Diego Junior Theatre's Education Committee.

Applications must be submitted on or before each session deadline (shown above) and you will be notified of eligibility one week prior to the first class. Please note that your enrollment in a specific class is not confirmed until the Friday before the start of a session. If a spot you requested is not available, we will make every effort to accommodate you in a second or third choice.

Applicants who wish to audition for a production need to show proof of Tuition Assistance Eligibility.

When applying for financial assistance at Junior Theatre, all policies and procedures must be adhered to. Because Junior Theatre receives a high demand for assistance each session, ***it is each applicant's responsibility to submit complete application forms and all requested documents BEFORE each deadline. Neglecting to follow these procedures or failure to submit necessary documents will result in a denied application.***

#### **FUNDING and ELIGIBILITY GUIDELINES:**

Junior Theatre follows gross income eligibility guidelines established for the **Federal Free & Reduced Lunch program**. To check your eligibility, please refer to the online chart located at: <http://www.fns.usda.gov/wic/howtoapply/IEG-FR-WIC-13.pdf>. Based on your submitted application material, the committee will determine a funding amount for each student.

#### **APPLICATIONS ARE CONSIDERED ON A FIRST-COME, FIRST-SERVED BASIS.**

**STEP 1:** Collect 1) This Tuition Assistance Application Packet, 2) a schedule of classes, and 3) a class registration form.

**STEP 2:** Fill out all areas of information on the Tuition Assistance application completely. If you need more room in the explanation portion, feel free to attach an additional sheet. If you have questions about completing the form, contact the Junior Theatre Administration Office.

**STEP 3:** Choose one class per child and fill out all areas of the registration form. A student will be funded for **either a class or camp for the current session**. Tuition Assistance does not cover extended day care for camp programs. Tuition Assistance cannot be granted for more than two consecutive sessions (summer camp is the exception).

**STEP 4:** Submit the following documentation as proof of income:

- Copy of most recent federal income tax form, pages 1- 2, **must be included**.
- Parent(s)/Guardian(s) last three pay stubs, if currently employed.
- Copies of any current court orders including: child support, alimony, foster care or dependent care placements.
- Copies of letters showing amounts received from federal, state, county, or city agencies for such benefits as welfare, child supports, alimony, social security, Unemployment Insurance, SSI, foster care payments, WIC, CalFresh/SNAP, etc.
- Completed Tuition Assistance Application (pages 3-5)
- Completed Registration Form.
- \$25.00 Non-refundable Application Fee: Check/Credit Card /Money Order/Cash

If there are circumstances affecting your income or preventing you from including all the required documents, please provide an explanation with your application. Call the Administration Office if you have any questions regarding income verification.

NOTE: when reapplying for Tuition Assistance you must submit **current** information each session; the Tuition Assistance Committee will not have your past applications or income information on hand when the application is processed.

**STEP 5:** Staple together your Tuition Assistance form, class registration form, and a copy of your income information. Mail the completed package with your **\$25.00 non-refundable application (\$25 per child) fee** to the address below. NOTE: should your application not be approved, this fee can be applied to the cost of the class requested.

Send or bring completed tuition assistance forms and the class fee(s) to:

**San Diego Junior Theatre**  
**Attn: Tuition Assistance Committee**  
**Casa del Prado, Balboa Park**  
**1650 El Prado, Suite 208**  
**San Diego, CA 92101-1622**

Questions? Please contact:

**JT Education Office: 619-239-1311**  
**registration@juniortheatre.com**

**TUITION ASSISTANCE APPLICATION**

**NAME OF STUDENT:** \_\_\_\_\_

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**REMINDER:** In order to process your application for Tuition Assistance you must submit documentation of income, as well as a **\$25.00 class fee for EACH child**. The application fee for members of SDJT Confetti will be \$75.00 for the year.

Until ALL the information is received, your application cannot be processed and registration for class cannot be completed. **In order to audition for any Junior Theatre production, you must submit a completed Tuition Assistance application prior to receiving an audition time.**

**I have included the following (please mark all that apply):**

\_\_\_\_\_ **Tuition Assistance Application** with all information completed

\_\_\_\_\_ **Most recent federal income tax return**, pages 1-2. (For accounting purposes, this information may be released to government organizations.)

\_\_\_\_\_ **Proof of current household income** by (check all that apply):

\_\_\_\_\_ most recent three pay stubs

\_\_\_\_\_ copies of letters of federal, state, county or city benefits (Social Security, Unemployment Insurance, Welfare, SSI, foster care payments, etc)

\_\_\_\_\_ copy of child support order and/or alimony order

\_\_\_\_\_ other documentation:  
(ward of the court order, foster home placement, etc.)

\_\_\_\_\_ **Registration form** with **one** class selected per child. (Please remember if your child has been funded for two consecutive sessions, the child can not be funded for a third session. Your child is welcome to reapply for future sessions. Summer camp is the exception to this rule.)

\_\_\_\_\_ **\$25.00 non-refundable application fee** for EACH child who is applying for Tuition Assistance (check or money order made payable to “San Diego Junior Theatre”, credit card number provided on registration form, or cash). Should your application not be approved, this fee can be applied to the cost of the class requested.

\_\_\_\_\_  
Name of person completing the TA application

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**First Student:** \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Attends: \_\_\_\_\_ Public School \_\_\_\_\_ Private School

If attending Private school, is your child receiving financial assistance for school tuition?

Yes \_\_\_\_\_ No \_\_\_\_\_ Amount of private school financial assistance \_\_\_\_\_

**Does your child receive free or reduced lunch at school? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Second Student:** \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Attends: \_\_\_\_\_ Public School \_\_\_\_\_ Private School

If attending Private school, is your child receiving financial assistance for school tuition?

Yes \_\_\_\_\_ No \_\_\_\_\_ Amount of private school financial assistance \_\_\_\_\_

**Does your child receive free or reduced lunch at school? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Third Student:** \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Attends: \_\_\_\_\_ Public School \_\_\_\_\_ Private School

If attending Private school, is your child receiving financial assistance for school tuition?

Yes \_\_\_\_\_ No \_\_\_\_\_ Amount of private school financial assistance \_\_\_\_\_

**Does your child receive free or reduced lunch at school? Yes \_\_\_\_\_ No \_\_\_\_\_**

**HOUSEHOLD INFORMATION:**

Total number of persons in household: \_\_\_\_\_ Please list names and relationship to child:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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**Mother/Guardian's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Occupation: \_\_\_\_\_ Total Gross Monthly Income (before taxes) \_\_\_\_\_\*

Please list **ALL** sources of gross monthly income and amounts (documentation required):

**Source of Income** \***Amount** (should match total gross monthly income noted above)

**Father/Guardian's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Occupation: \_\_\_\_\_ Total Gross Monthly Income (before taxes) \_\_\_\_\_\*

Please list **ALL** sources of gross monthly income and amounts (documentation required):

**Source of Income** \***Amount** (should match total gross monthly income noted above)

**FURTHER EXPLANATION:** If there is anything required with this application which you've failed to submit, OR if there is a discrepancy between what you're submitting and your current situation, please explain below or in an attached document. You may also wish to include any special circumstances such as recent illness, unemployment, etc.

